



US COURTS
District of Idaho

CASE MANAGEMENT

CM/ECF

ELECTRONIC CASE FILES

**Please note that the latest draft of the District of Idaho CM/ECF General Order and Electronic Filing Procedures, as well as other relevant CM/ECF information and registration instructions, can be accessed on our website at www.id.uscourts.gov by clicking on the Electronic Case Filing icon.*

When must I register for the CM/ECF Program in the District of Idaho?

Pursuant to General Order 187, unless exempted for good cause shown, all attorneys appearing in the District and Bankruptcy Court shall be **required** to become a Registered Participant by **January 1, 2005**, so that they may receive orders and notices of the Court through CM/ECF. (Fax noticing will no longer be available after that date.)

How do I register?

You can register online on our website at <http://www.id.uscourts.gov/onlineRegistration.htm>. You will also need to establish a PACER account so you can access and print the docket and images of pleadings. The hyperlink to PACER <http://pacer.psc.uscourts.gov/> can also be found on our website under Electronic Case Filing Registration.

When will attorneys in the District of Idaho be required to begin electronic filing?

Unless expressly prohibited under the Local Rules or CM/ECF Procedures, the District and Bankruptcy Court will require “frequent users” to file electronically all documents using CM/ECF after January 1, 2005. All users must file all documents in electronic format after January 1, 2006 unless otherwise ordered by the Court. An attorney may be exempted from use of electronic filing for good cause shown.

Will there be formal CM/ECF training offered by the District of Idaho?

Yes. You or your firm have probably already received a CM/ECF training needs assessment survey. The District of Idaho is now conducting formal CM/ECF training sessions throughout the state. On our website under CM/ECF - Training, you can view the date, time, location and “emphasis” of the numerous training classes offered, as well as enroll online.

When is an electronically filed document considered “timely” given that the District of Idaho spans two different time zones?

An electronic document is considered timely if received by the Court before midnight, **Mountain Time**, on the date set as a deadline, unless the judge specifically requires another time frame. If time of day is of the essence, the assigned judge will order the document filed by a time certain.

How will proposed Orders be handled under the new Electronic Case Filing system?

Proposed orders are to be submitted by e-mail in a format compatible with WordPerfect version 5.1 or higher, unless expressly directed by the Court to be submitted in a different format. All proposed orders must list in the e-mail subject line, the case number and the docket number of the motion filed electronically, which is the subject of the proposed order. (e.g. 05-23-S-EJL, docket # 10) Special e-mail addresses will be set up to handle these. The District Court e-mail addresses will be designated by the assigned judge’s initials while the Bankruptcy Court e-mail addresses will be listed by division.

How will “Sealed” and “In Camera” Documents be handled under CM/ECF?

The functionality differences between the Bankruptcy and District CM/ECF software programs necessitate that these types of documents be handled differently.

In the **District Court**, sealed documents and sealed cases will be filed in electronic format, with access restricted to authorized Court staff, unless otherwise ordered by the Court. A motion to file document(s) under seal shall be filed electronically. In such cases, the document(s) to be filed under seal shall be submitted as an attachment to the motion, in such fashion as the Court may direct, and only the Court will have access to such document(s). Documents submitted to the Court for *in camera* review shall be submitted in the same fashion as sealed documents. It is the attorney's responsibility to ensure that the documents submitted for *in camera* review are not accessible to other parties. On a case-by-case basis, the presiding judge may request that paper copies of documents submitted for *in camera* inspection be sent directly to the judge's chambers.

In the **Bankruptcy Court**, when a party is moving to file documents under seal, the motion must be filed electronically, but the documents proposed to be filed under seal must be filed on paper. If the motion itself contains confidential information, the moving party may file and serve electronically a redacted version of the motion clearly marked as such and must submit the unredacted version on paper to the chambers of the assigned judge for *in camera* review. Orders authorizing the filing of documents under seal will be entered electronically by the Court.